



MANJU ROBIN

Call: +971 52 654 5393

Email: densiyamanju@gmail.com

Address: Hor Al Anz, Dubai UAE

LANGUAGES KNOWN

English, Hindi, Malayalam

DIGITAL SKILLS

- ◆ Excel
- ◆ MS Office
- ◆ Tally
- ◆ P G D C A

PERSONAL DATA

Nationality **Indian**
Date of Birth **10-04-1981**
Marital Status **Married**

PASSPORT DETAILS

Passport No **T 6900880**
Date of Issue **01-08-2019**
Date of Expiry **31-07-2029**
Place of Issue **Kochi, India**

OBJECTIVE

Looking to be acquainted with a good and well-establish organization that provides me with a challenging and environment than enabling me to improve my skills chosen field and contribute substantially to the growth organization as a team player. I keep flexibility to wore in any aspect of my career

WORK EXPERIENCE

- **Senior Accountant Cum Branch Manager Incharge**
- **Service Co Operative Bank, Kerala, India (Sep 2016 – July 2020)**

Responsibilities

- ◆ Prepare trail to day, monthly and annual statements
- ◆ Prepare trail balance, final accounts, balance sheet, profit & loss statement
- ◆ Prepare report and bank reconciliation statement
- ◆ Prepare accounts and administrating payrolls and controlling income and expenditure
- ◆ Auditing financial records and keeping financial records updated

- **Cashier Cum Junior Accountant**
- **Service Co Operative Bank, Kerala, India (Sep 2014 – June 2016)**

Responsibilities

- ◆ Assisting customers with daily cash inquires which includes accepting credits slips, sorting of checks, and ensuring a balance in all transactions at the end of the working period
- ◆ Handling complaints and requests from customers and resolving the issues

- **Project Trainee**
- **Centre for Heritage Studies, Kerala India
(Oct 2011 – March 2012)**

Responsibilities

- ◆ Preparation of finding Aids, Physical verification and listening of Archival documents

QUALIFICATION

- ◆ MBA in Human Resource
Bharathiar University, India
- ◆ Bachelor's Degree in Zoology
Mar Athanasius Collage, Ernakulam, Keral India
- ◆ Diploma in Higher Accountancy
Kerala State Co Operative Training Center, Trichur, India

DECLARATION:

I do hereby declare that the above mentioned details are true to the best of my knowledge

Place: Dubai, UAE

Date: